

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Human Resources/Personnel Policy #803

INCENTIVE PAY AND MERITORIOUS AWARDS

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REFERENCES: O.C.G.A. 45-21-1, et. seq.
Rules of the State Personnel Board, Rule 17, Section 17.1000,
Incentive Compensation and Awards Programs

The Department supports the use of incentive pay and meritorious awards as tools for achievement of strategic objectives. Incentive pay plans provide motivation for employees to work to achieve “stretch” goals, by setting forth both the goal and the potential financial award at the outset of the plan period. Meritorious awards provide recognition for particularly extraordinary achievements that are unanticipated and that further the achievement of strategic objectives. Incentive pay may also be used in connection with hiring for critical, hard-to-fill vacancies in accordance with this policy.

DEFINITIONS

1. Incentive payment means a one-time lump sum payment based on achievement of pre-determined goals, which does not become part of base salary.
2. Meritorious award payment means a one-time lump sum payment based on extraordinary achievement, which does not become part of base salary.

INCENTIVE COMPENSATION PLANS

1. Incentive compensation plans may be enterprise-wide, or may be applicable within a Division or Office, an appropriate organizational unit, or a specific project.
2. Enterprise-wide incentive compensation plans must be approved by the Commissioner. An example is the incentive compensation plan for mentoring clients in DHR employment.
3. Division or Office incentive compensation plans must be approved by the Division or Office Director, following consultation with the Office of Human Resource Management and Development.

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4. All incentive compensation plans must be certified by the Commissioner of the Merit System and the Director of the Office of Planning and Budget, and must specify:
 - 4.1 Eligible positions or jobs;
 - 4.2 Performance criteria for awards; and
 - 4.3 The amount to be awarded each employee who meets the specified criteria.

MERITORIOUS AWARD PROGRAM

1. The Department's meritorious award program shall be designated the "Right Work/Right Way" Awards Program.
2. The "Right Work/Right Way" Awards Program shall be used to recognize individual employees or teams of employees who demonstrate extraordinary customer service by:
 - 2.1 Performing service or an act or acts of achievement which particularly enhance the public perception of state government or the Department;
 - 2.2 Performing acts of heroism above and beyond the call of duty;
 - 2.3 Performing special, extraordinary acts or service in the public interest that go beyond the employee's assigned responsibilities; or
 - 2.4 Responding in an extraordinary manner to an unanticipated problem.

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3. Division and Office Directors or their designees shall make determinations concerning meritorious awards, on a quarterly basis.
4. The gross amount of each meritorious award shall be \$150.00 (**before taxes**), unless otherwise approved by the Commissioner or the Commissioner's designee.

HIRING INCENTIVE PAY

1. Hiring incentive pay of up to 5% of base salary may be provided to a new hire for a hard-to-fill, critical position which involves relocation of the selectee for the position.
2. A plan shall be maintained in the Office of Human Resource Management and Development listing the jobs for which hiring incentive pay is an option.
3. In the event of a voluntary resignation by the employee during the initial twelve months of employment, the employee shall make repayment of the hiring incentive pay in accordance with the schedule set forth in the State Personnel Board Rules, Par. 17.1005.6.

REPORTING AND MONITORING

1. Divisions and Offices shall report all incentive pay and meritorious awards to the Office of Human Resource Management and Development.
2. The Office of Human Resource Management and Development shall monitor all payments made in accordance with this policy, and provide regular reports on all payment activity.

For information or assistance regarding compensation strategies, including incentive pay plans and meritorious awards, please contact the Compensation and Job Analysis Section of OHRMD at 404-657-5482.